

**California Department of Human Resources
Memorandum**

TO: Personnel Management Liaisons (PML)

SUBJECT: Senate Bill 294 - Military Service Credit	REFERENCE NUMBER: 2016-034
DATE ISSUED: December 30, 2016	SUPERSEDES:

This memorandum should be forwarded to:

**Personnel Officers
Personnel Transactions Supervisors
Personnel Transactions Staff**

FROM: California Department of Human Resources
Personnel Management Division

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This memorandum provides direction to all departments regarding Senate Bill (SB) 294. Effective January 1, 2017, this bill amends Government Code sections 19780, 20997, 21024, and 21029 related to military service credit.

This bill requires the California Public Employees Retirement System (CalPERS) to adopt a separate and unique form to be used by a member to receive credit for his or her military service. The new CalPERS [Request for Service Credit Information-Military Leave of Absence Service](#) form is now available for use by departmental personnel offices.

On or before April 1, 2017, departments are required to provide all employees with the form and advice of their rights pursuant to Government Code section 20997. The Government Code provides members with service credit for military leaves of absence at no member cost, with employer-paid contributions, under specific conditions. Beginning January 1, 2017, within 30 days of returning from a military leave of absence, the same notification and form must be provided to the employee.

Departments are also required to inform employees at the time of hire of their right to purchase service credit for past active duty military service served prior to establishing CalPERS membership. CalPERS has created a new member publication titled [A Guide to Your Military Service Credit Options \(Publication 15\)](#) that contains valuable information. For additional information, departments may refer to the [CalPERS Circular Letter 200-056-16](#).

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For questions related to this PML, state department personnel office designated liaisons should contact CalHR's Personnel Services Branch by emailing questions to PSB@calhr.ca.gov or calling (916) 323-3343.

CalHR has updated the online Human Resources Manual, [Policy Statement 2118](#), to include the new Program information.

/s/Belinda Collins

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Personnel Management Division